



United States District Court
District of Minnesota

EMPLOYMENT OPPORTUNITY

Position:	Calendar Clerk to Judge John R. Tunheim
Location:	District of Minnesota Minneapolis
Classification:	CL27
Starting Salary:	\$45,981 - \$57,503
Salary Range:	\$45,981 - \$74,787
Closing Date:	Monday, April 21 st at 5:00 p.m.

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 7 magistrate judges and a clerk's office staff of over 70.

Introduction

This position is located in the clerk's office in the District Court Courthouse in Minneapolis. The incumbent manages the judge's caseload and provides courtroom and other assistance through management of scheduling, attending court proceedings, recording pertinent results for minutes and drafting judgments.

Representative Duties

Manages judge's cases by calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Keeps judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.

Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.

Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Qualifications

Thorough knowledge and understanding of the policies and procedures of the court, including the individual preferences of the judge. Knowledge or experience of how other processes in the clerk's office relate to his/her position. Skill in communicating and working with judges, counsel, and others in scheduling events and managing courtroom logistics. Ability to summarize material for minute entries and prepare judgments. Knowledge of and skill in the use of applicable automated systems. Three years of specialized experience is required. A BA/Paralegal degree preferred.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources
United States Courthouse
300 South 4th Street, Suite 202
Minneapolis, MN 55415
E-mail: rod_zemke@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required.

The Court is an Equal Opportunity Employer